

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 119
JUNE 15, 2016 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, June 15, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Joantha Guthrie, Steve Marx, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Larry VanHorn

Record @ 00:05

Public Works

Subject/Description: Clinton Non-Motorized Improvements

Attachment: Memorandum dated 6/15/16 from Brian Wood, to BOCC

Action Requested: Public Works recommends Toole Design Group for the Clinton Non-Motorized Improvements project.

Follow up: Okay with full Board.

Subject/Description: Review of Island Regional Transportation Planning Organization

Attachment: Memorandum dated 6/15/16 from Brian Wood, to BOCC

Action Requested: Approval of resolution acknowledging the Island Regional Transportation Planning Organization (Island RTPO) and authorizing membership therein.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Subject/Description: Departmental Master Plan – Phase 1

Attachment: Memorandum dated 6/2/16 from Public Works to BOCC

Action Requested: Approval to issue a Request for Qualifications to solicit submittals from qualified Architectural/Engineering Consulting Firms to perform an assessment of Public Works Administrative and Operational needs.

Follow up: Okay with full Board to move forward with RFQ.

Roads

Subject/Description: Boon Road Improvements, Phase 1 & 2

Attachment: Memorandum dated 6/8/16 from Bill Oakes, to BOCC /Supplemental Agreement No. 4

Action Requested: Approval to increase the design budget for INCA/TetraTech for the Boon Road Improvement project; Amount of increase: \$56,703.56 bringing the maximum amount payable to \$1,407,107.03.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Solid Waste

Subject/Description: Resolution: Waiver of Competitive Solicitation

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Attachment: resolution

Action Requested: Approval of Waiver of Competitive Solicitation to appoint Foster Pepper, PLLC, as special counsel for solid waste matters for a period of two years beginning on 7/10/16.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Subject/Description: Resolution to Employ Special Counsel

Attachment: Memorandum dated 6/3/16 from Joantha Guthrie, to BOCC

Action Requested: Approval to continue with Foster Pepper, PLLC, as special Counsel for 2016-2018 Solid Waste matters.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Subject/Description: Resolution: Surplus of Toyota 40-5FG25 Forklift

Attachment: draft resolution

Action Requested: Approval of resolution to surplus Toyota Forklift.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Trails

Subject/Description: Freeland Trail Segment 1- Supplemental Agreement No. 6

Attachment: Memorandum dated 6/3/16 from Catherine Kelly, to BOCC/Supplemental Agreement

Action Requested: Approval of Supplemental Agreement No. 6 between Island County and Otak, Inc., amending the maximum amount payable from \$181,526.00 to \$208,076.97.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, June 15, 2016, at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record @ 25:11

Subject/Description: Financial review of 2% Hotel Motel funds

Attachment: yes

Information: Elaine Marlow indicated that sales tax distribution this year will exceed the amount budgeted. In December 2015, sales taxes collected from AirBnB began being included in the monthly distribution. The 6 month estimate for additional annual revenue from AirBnB is \$24,000.00. It is estimated that for 2017, the amount will once again increase. The estimated annual increase in sales tax distributions is 10% based upon a 3-year average. The revised award estimate for 2017 is \$246,000.00.

The fund currently has adequate reserves to buffer fluctuations in cash flow and provide sufficient reserves for unforeseen projects.

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The Board agreed to move forward this year without a mandate to fund the Island County Historical Museum, Ebey's Landing Historical Reserve, and Island County Parks and allow those entities to compete for the 2% funds.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, June 15, 2016 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Bruce Rohm

Others Present: Elaine Marlow, Budget Director, Ross Petersen

Record @ 55:21

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Clerk

- Deputy Clerk, Upgrade Position from Clerk I to Clerk II, #2016/58
Commissioner Price Johnson moved to approve Job Requisition #2016-058. The motion was seconded by Commissioner Johnson and carried unanimously.

**Current Use Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, June 15, 2016 at 10:08 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Hiller West, Current Use Planning & Community Development Director,
Paula Bradshaw, Beckye Frey

Others Present: Elaine Marlow, Budget Director

Record @ 01:00:10

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 122
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Subject/Description: Proposed Phase II code clean up amendments to Title 16 and 17 of Island County Code

Attachment: Memorandum 6/6/16 from Hiller West to BOCC

Discussion: Hiller West noted that at their April meeting the Planning Commission divided the Phase II amendments into three broadly categorized groups:

- Issues having to do with lot sizes, setbacks, and lot design
- Housing
- Miscellaneous

Hiller reviewed the matrix of amendments to Titles 16 & 17 of the ICC; those that are part of the current group being looked at and those that were part of the Phase I housekeeping amendments. The third group, Phase III has not gone to Planning Commission and will happen after the Comp Plan is updated, implementing changes required as a result of updating the Comp Plan.

Follow up: Provide the Board with the Planning Commission memos related to Code Clean Up; updated matrix with the items that were dealt with in the first minor housekeeping amendments removed; provide timeline schedule for the amendments (coordinate with long range planners).

**Long Range Planning
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, June 15, 2016 at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: **Keith Higman, Interim Director of Long Range Planning, Nathan Howard, Beckey Frey, Meredith Penny**

Others Present: **Elaine Marlow, Budget Director**

Record @ 01:36:50

Subject/Description: Discussion of Comprehensive Plan Update draft documents:

- **Capital Facilities Element**
- **Draft Appendix B – Future Population Growth Analysis & Accommodations**
- **Draft Appendix C – Public Participation**

Attachment: Memorandum dated 6/7/16 from Planning to BOCC & PC/Enclosure 3B, 10A. Draft Capital Facilities Element 6-6-16/Enclosure 3C 10B. Draft Capital Facilities Plan 6-6-16/Enclosure 3D Draft Capital Improvement Program 6-6-16/Enclosure 3E Draft Appendix B Future Population Growth Analysis & Accommodations, Enclosure 3F Draft Appendix C Public Participation in the 2016 Periodic Update

Information: Nathan Howard noted that only minor revisions have been made to the language for clarity and significant portions of the background information which were extraneous and outdated have been removed. Due to the size, edits are still being worked on to improve clarity. Inventory data, maps and tables are being updated and will be incorporated into the final document.

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Appendix B is an update and summary of the issue papers and recent work for the growth projections. Appendix C is a summary of public participation opportunities to date. Additional work will be needed to finalize these drafts.

Add-on

Subject/Description: Freeland NMUGA

Attachment: PowerPoint handout

Information: Beckye Frey briefed the Board on the format of the June 15, 2016 Open House on the Freeland NMUGA Subarea Plan & the concept of using a hybrid of conventional and form-based codes for the Development Regulations.

Subject/Description: Fish & Wildlife Findings of Fact

Attachment: draft ordinance

Information: Keith Higman provided a draft ordinance that includes the findings and analysis for consideration at the Board's Public Hearing on Tuesday, June 21, 2016.

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, June 15, 2016, at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Stinger Anderson

Others Present: Elaine Marlow, Budget Director

Record @ 02:14:10

Subject/Description: Waste Wise Community Litter Cleanup Program

Attachment: handout

Information: Stinger provided an update on the Waste Wise Community Litter Cleanup Program.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, June 15, 2016 at 11:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

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Others Present: Elaine Marlow, Budget Director

Record @ 02:30:15

Subject/Description: 2017 WSAC priorities

Attachment: yes

Discussion: 2017 WSAC Legislative Steering Committee priorities:

- Protect the Public Records Act from Abuse – Enactment of a bill that protects local governments from harassing requestors and helps control the costs associated with these types of requests.
- Limit Property Tax revenue growth to inflation and population –Replace the arbitrary 1% cap on property tax growth with a new cap that tracks with inflation and population growth, to a maximum of 5%.
- Provide adequate funding for indigent defense services – Secure legislative funding for state mandated indigent defense services.

EXECUTIVE SESSION ANNOUNCED

Commissioner Hannold announced the Board would recess and meet in Executive Session in the Commissioners Conference Room, Administration Building, at noon, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session is expected to last 30 minutes with no announcement in open public session.

At 12:30 p.m. the Board recessed for lunch.

At 1:00 p.m. the Board reconvened in regular session.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, June 15, 2016 at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard Hannold, Chair **Staff:** Pam Dill
Jill Johnson, Member - Excused
Helen Price Johnson, Member

Present: LaRae Brown, Wanda Grone, Treasurer

Others Present: Elaine Marlow, Budget Director

Record @ 02:40:34

Subject: Monthly Financial Report

Attachment: <https://www.islandcountywa.gov/Treasurer/Pages/TReport.aspx>

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 125
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**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, June 15, 2016 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member - Excused
 Helen Price Johnson, Member

Staff Present: **Keith Higman, Director, Jill Wood**

Record @ 03:05:06

Subject/Description: Coastal Geologic Services, Inc.

Attachment: Contract No. DNR-04-2016

Action Requested: Approval of Services Agreement between Island County and Coastal Geologic Services, Inc. for incentives to reduce Puget Sound shoreline armoring in Island County; Contract No. DNR-04-2016; Amount: not to exceed \$55,000.00; Term: 4/18/16-9/30/16

Follow-up: Okay with Board to move forward to Tuesday consent agenda.

Subject/Description: Environmental Engineering Consultant Services

Attachment: none

Action Requested: Recommendation for Environmental Engineering Consultant Services for Sedimentation and Groundwater Data Collection and Synthesis for Iverson Preserve following a formal RFP process and comprehensive review of the applicants.

Follow-up: Okay with Board to begin negotiating a contract to bring back to the Board for approval.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Richard M. Hannold, Member

Jill Johnson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board